

TennCare Program Coordinator Clerk's Office

Agency: Division of TennCare

Status: Executive Service

Note*: An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise that could justify the termination of employment such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, the standards for the application of disciplinary procedures that apply to regularly appointed employees that have achieved career/preferred status do not apply to an executive service appointed employees.

Job Description:

A TennCare Program Coordinator will share supervisory responsibilities over a team of Legal Assistants and Administrative Assistants and will also be responsible for providing support and guidance to Legal Assistants on matters relating to Medicaid rules, regulations and policies. Additionally, the TennCare Program Coordinator will ensure that due process standards are met in Medicaid appeals by the accurate and timely processing of appeals and all appeals related documents. Finally, the TennCare Program Coordinator will also work collaboratively with the Managed Care Program Manager 2 to identify work flow issues and accomplishments between the Legal Assistants and other employees.

Qualifications:

- Bachelor's Degree
- Ability to foster and maintain cohesive working relationships
- Ability to adapt to changing priorities and deadlines
- Ability to exercise sound judgment
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required

Job Location:

Nashville, Tennessee

How to Apply:

Qualified candidates should send their resumes along with a cover letter to michelle.nulty@tn.gov no later than January 08, 2018.